

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

NOTICE TO PROPOSERS SPECIFICATION NO. 03-159

The City of Lincoln, Nebraska intends to purchase and invites you to submit a
sealed bid for:

**GIS based Demand Response Transit Scheduling and Routing
Software System.**

Sealed Proposals will be received by the City of Lincoln, Nebraska on or before 12:00
noon Wednesday, July 16, 2003 in the office of the Purchasing Agent, Suite 200, K
Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508.
Only the names will be publicly read at the K Street Complex.

Proposers should take caution if U.S. mail or mail delivery services are used for the
submission of Proposals. Mailing should be made in sufficient time for proposals to
arrive in the Purchasing Division, prior to the time and date specified above.

1. INFORMATION FOR OFFEROR'S

- 1.1 StarTran, the Mass-Transit System for the City of Lincoln , herein called the City of Lincoln, located in Lincoln, Nebraska, requests proposals (RFP's) from responsible and qualified vendors for a GIS based Demand Response Transit Scheduling and Routing Software System.
 - 1.1.1 This RFP is not and does not claim to be exhaustive.
 - 1.1.2 It is the aim of the City of Lincoln to allow vendors to provide information regarding their software, instead of dictating what the vendors must provide.
 - 1.1.3 The RFP must respond to the base functional requirements, but the vendors have been allowed flexibility in their responses.

2. SCOPE OF PROJECT

- 2.1 The City of Lincoln requests proposals for a Demand Response Transit Scheduling and Routing Software System.
- 2.2 The proposals must successfully address the software requirements outlined in this document.
- 2.3 The selected software system is expected to provide the capability to automate real time, interactive and/or batch scheduling functions, while increasing the efficiency of service, the accuracy of data collected and reduce the time spent on administrative and reporting activities.
- 2.4 The basic program features should include client registration, dispatching, trip brokering, reporting, geo-coding, and mapping.
- 2.5 Other expectations from the application of this technology should include scheduling, dispatching, and reporting consistency.

3. TIME LINE

- 3.1 Below is the schedule for accepting and choosing proposals:
 - 3.1.1 6/13/03 RFP issued
 - 3.1.2 6/27/03 Questions must be submitted in writing to Glenn Knust, 710 J Street Lincoln NE 68508 & cc to Tom Kopplin, 440 South 8th St Lincoln NE 68508
 - 3.1.3 7/03/03 All questions will be answered by addenda
 - 3.1.4 7/16/03 RFP's due at 440 South 8th Street, Lincoln NE 68508 by 12:00 p.m.
 - 3.1.5 7/18/03 Notice of Selection

4. SYSTEM BACKGROUND INFORMATION

- 4.1 StarTran provides general public transportation in the City of Lincoln.
- 4.2 StarTran averages 200 daily and 13,000 annual trips, providing service six (6) days a week from 6:00 a.m. - 10:30 p.m., with a fleet of nine (9) vehicles.
- 4.3 The majority of the service provided, approximately 60%, is subscription in nature.

5. TECHNICAL PROPOSAL REQUIREMENTS

- 5.1 It is not the wish of the City of Lincoln to provide detailed technical specifications for software.
- 5.2 The City of Lincoln will accept proposals that explain the technical specifications for the product.
- 5.3 Proposals must completely and thoroughly address the following functions; any un-addressed functions will render the proposal non-responsive and may be considered cause for dismissal:
 - 5.3.1 Data- data entry and reporting must be easy and efficient.
 - 5.3.1.1 All tables must be exportable in a commonly used format.
 - 5.3.1.2 The software must also generate the necessary reports for the transit group's operation functions such as the Transit Surveillance Report and the NTD.
 - 5.3.1.3 Thoroughly explain the database structure of the software for both the front-and back-end.
 - 5.3.1.3.1 Please provide a list of attributes necessary for the software to operate.
 - 5.3.2 Scheduling and Routing- the City of Lincoln requires the program to easily and efficiently schedule subscription and demand-response trips.
 - 5.3.2.1 This function is the primary purpose of the software.

- 5.3.2.2 The standing orders will provide the framework for the trips while demand-response must be scheduled into the existing trips.
- 5.3.2.3 Explain in detail how the software handles scheduling and routing functions and how reports and manifests are generated and printed.
- 5.3.3 Dispatching- the dispatcher must be able to easily toggle between different screens while a customer is on the telephone.
 - 5.3.3.1 Dispatching tools just be simple to use and efficient to enter and retrieve information.
 - 5.3.3.2 Describe all of the tools available to the dispatcher and how they work.
- 5.3.4 Reporting - The program must submit standard operating statistic reports, on an annual and semi annual basis, to the Federal Transit Administration (FTA).
 - 5.3.4.1 These reports must include, but not be limited to the following information:
 - 5.3.4.1.1 Breakdowns by the type of service provided to include number of passengers, revenue miles, revenue hours, and service hours.
 - 5.3.4.2 The number and names of agencies served and the total number of trips and miles provided (revenue and non), destinations, number and cost of trips, as well as no show information.
 - 5.3.4.3 The program must have the capability to respond to requests for information, for data that is collected or generated by the selected scheduling and Routing software, from their local and state governing bodies as well as their customers.
 - 5.3.4.4 Special emphasis should be placed on data extraction during the initial and follow up training.
- 5.3.5 GIS - It is the City of Lincoln's requirement that the scheduling and routing software must be seamlessly integrated with an industry standard GIS engine.
 - 5.3.5.1 The City of Lincoln will provide the street network/centerline data for use in the scheduling and routing software in ArcView format.
 - 5.3.5.2 Any conversion required of the base data set to other industry standard GIS formats, is the responsibility of the selected respondent.
 - 5.3.5.3 The application of GIS should provide the ability to optimize routes in an expedient and regular manner.
 - 5.3.5.4 The scheduling and routing program must have the ability to easily export data generated for use in other mapping applications.
 - 5.3.5.5 Explain the GIS program, which the software utilizes, and how this program aids the scheduling and routing function, also describe how data can be exported for other uses. **Please be specific.**
- 5.3.6 Route Optimization- the software will draw upon the resources of the GIS package in order to perform route optimization functions.
 - 5.3.6.1 It is very important that the City of Lincoln be able to schedule the most efficient routes possible.
 - 5.3.6.2 Explain all functions of the software in regards to route optimization.
- 5.3.7 Display - The screen must be able to display the vehicle routes on the GIS map along with the regular scheduling/routing information.
- 5.3.8 Compliance:
 - 5.3.8.1 The proposed system shall be a client/server application based on an ODBC or OLD-DB compliant relational database engine with the potential for import/export to a GIS system.
 - 5.3.8.2 The client platform shall be Windows XP, 32-bit design, incorporating a common graphical interface.
 - 5.3.8.3 DOS based applications will not be evaluated.

- 5.3.8.4 Supported protocols must include the National ITS Architecture, National Transportation Communication/ITS protocol (NTCIP), and the open system (vendor independent) standard that is used for communication on the Internet, (Transmission Control Protocol/Internet Protocol, TCP/IP).
- 5.3.8.5 For information pertaining to these standards please visit the Institute for Transportation Engineers (ITE) website at <http://www.ite.org/index> or the FTA site at <http://www.its.dot.gov> and perform a keyword search using "National ITS Architecture".

6. **ADDITIONAL REQUIREMENTS**

- 6.1 In addition to supplying the technical information for software, the responses must also include detailed information for:
 - 6.1.1 Project Team- Proposers should include a description of their organization/firm, and a description of the project team.
 - 6.1.2 Proposers should also provide descriptions of their training and technical support staffs, in terms of size and qualifications.
 - 6.1.3 It is the intention of this RFP that the project team remain stable throughout the 12-month contract period.
- 6.2 Training - The City of Lincoln desires a on-site training program consisting a three (3) day training session if required.
- 6.3 The City of Lincoln requires that the trainer is onsite during the installation period and when the system goes live.
- 6.4 Please provide costs for the above scenario and any optional training scenarios available and their relative costs.
- 6.5 Data Acquisition - Much of the existing data is in *dat* format.
 - 6.5.1 Describe in detail, what data is to be collected and how this data is to be converted into a format consistent with the new software.
 - 6.5.2 Please provide costs for data conversion cost and the price difference if the selected vendor converts the data in-house.
- 6.6 Support - Provide detailed information concerning levels of support.
 - 6.6.1 Proposers must state what hours support staff is available and by what means.
 - 6.6.2 This information should include telephone, fax, electronic mail, remote access, and on-site emergency help.
 - 6.6.2.1 Include the cost of additional support after the installation/initial implementation support ends, and any ongoing maintenance and upgrade fees.
 - 6.6.2.2 This support extends to participating in an annual user group meeting.
- 6.7 Installation- a time line for complete installation, data acquisition and conversion, and staff training is necessary.
 - 6.7.1 This time line should be by week number from project start up date.
- 6.8 Expansion Possibilities - The chosen scheduling and routing software should be able to adapt to future technological advancements.
 - 6.8.1 Proposers are encouraged to describe their firm/organization's commitment to research and development and share their vision for emerging technologies in the transit industry.
 - 6.8.2 Below is a list of future expansion possibilities.
 - 6.8.2.1 Describe when and how well the software will adapt to these technologies, where they have been implemented, and what your plans for development are for:
 - 6.8.2.1.1 In Vehicle Data Collection
 - 6.8.2.1.2 Flex Deviated Route Management
 - 6.8.2.1.3 AVL - Automatic Vehicle Location
 - 6.8.2.1.4 GPS - Global Positioning System
 - 6.8.2.1.5 Internet Development

7. EXISTING HARDWARE

- 7.1 In general, the ability to use existing hardware to optimally complete the software's tasks is ideal.
- 7.2 However, The City of Lincoln is open to purchasing necessary equipment and upgrades.
- 7.3 Therefore, the respondent should document ideal hardware specifications for optimally running the software.

Required Hardware Specifications	
Computer Type:	
Processor Size:	
RAM:	
Hard Drive:	
Network Configuration	

8. COST PROPOSAL

- 8.1 The cost proposal should provide detailed information on scenarios and options requested.
- 8.2 When your product does not match the descriptions in the Cost Proposal Worksheet please include an explanation or proposed substitution using the format provided..
 - 8.2.1 For example, some firms base the cost of their software on number of vehicles while others base it on the number of concurrent users.
 - 8.2.2 Respondents should fill in or add the appropriate line item(s) and any explanations.
- 8.3 Installations beyond sixty (60) days may be adjusted for options.

Company Name_____

The undersigned SUBMITTER, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which includes Request for Proposals), Instructions, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to enter into a contract with the City for the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for fees listed below.

PROPOSAL
SPECIFICATION NO. 03-159
BID OPENING TIME: 12:00 NOON
DATE: Wednesday, July 16, 2003

ITEM/Description	Base Cost	Requested Options	Vendor Explanation/Substitution
Software			
Network Installation (Include restrictions or number of users)			
Per Seat Cost			
Number of Vehicles/Trips			
Data Acquisition/Conversion			
Complete Data Conversion			
Hourly Rate			
Training			
Implementation			
Follow Up Site Visit			
Additional: Hourly/Daily Rate			
Technical Support (<i>Proposers should specify what is included in the initial contract and exactly what is covered, e.g., upgrades, on-site, remote access...</i>)			
Included in Initial Agreement			
Annual or Ongoing Fees			
Other Maintenance Fees			
Annual Conference Participation (i.e., one-day workshop or user group)			

Subtotal			
Options			
Total Cost			

The undersigned, having full knowledge of the requirements of the City of Lincoln for the below listed phases and the contract documents (which include Notice, Instructions, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to enter into a contract with the City the below listed fees for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for fees listed below.

ADDENDA RECEIPT: The receipt of addenda to the specification numbers ____ through ____ are hereby acknowledged. Failure of any submitter to receive any addendum or interpretation of the specifications shall not relieve the submitter from any obligations specified in the request. All addenda shall become part of the final contract document.

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

**RETURN 6 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE: SEALED BID FOR SPEC. 03-159**

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE No. FAX No.

(Date)

**EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER**

ESTIMATED DELIVERY DAYS

E-MAIL ADDRESS

TERMS OF PAYMENT

Bids may be inspected in the Purchasing Division offices during normal business hours, after tabulation by the purchasing agent. If you desire a copy of the bid tabulation to be mailed to you, you must enclose a self-addressed stamped envelope with your bidding documents. Bid tabulations can also be viewed on our website at: <http://www.ci.lincoln.ne.us/finance/purch/specindx.htm>

INSTRUCTIONS TO PROPOSERS

CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

1. PROPOSAL PROCEDURE

- 1.1 Each RFP must be legibly printed in ink or by typewriter, include full name, business address, and telephone no. of the Proposer; and be signed in ink by the Proposer.
- 1.2 Response by a firm/organization other than a corporation must include the name and address of each member.
- 1.3 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.4 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Proposals received after the time and date established for receiving offers will be rejected.

2. EQUAL OPPORTUNITY

- 2.1 Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. DATA PRIVACY

- 3.1 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 3.2 The proposer agrees to hold the City harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

4. PROPOSER'S REPRESENTATION

- 4.1 Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.
- 4.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work will be done and has correlated the observations with the requirements of the RFP.
- 4.3 Proposer warrants and represents to the City that all software/firmware/hardware/equipment/systems developed, distributed, installed or programmed by Proposer pursuant to this Specification and Agreement.
 - 4.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and

- 4.3.2 That all date sorting by the software/firmware/hardware/equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any software/firmware/hardware/equipment/systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/firmware/hardware/equipment/systems with software/firmware/hardware/equipment/systems that does comply with this Specification and Agreement.

5. INDEPENDENT PRICE DETERMINATION

- 5.1 By signing and submitting this RFP, the proposer certifies that the prices offered have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, with any other proposer competitor; unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the proposer prior to RFP opening directly or indirectly to any other competitor; no attempt has been made, or will be made, by the proposer to induce any person or firm to submit, or not to submit, a response for the purpose of restricting competition.

6. SPECIFICATION CLARIFICATION

- 6.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 6.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for response receipt.
- 6.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 6.4 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the City; proposers shall not rely upon oral interpretations.

7. ADDENDA

- 7.1 Addenda are written instruments issued by the City prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 7.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 7.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.

- 7.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.
- 7.5 Proposers shall ascertain prior to submitting their offer that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

8. ANTI-LOBBYING PROVISION

- 8.1 During the period between the bid close date and the contract award, bidders, including their agents and representatives, shall not directly discuss or promote their bid with any member of the City Council or City Staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

9. EVALUATION AND AWARD

- 9.1 The signed proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 9.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers, and each proposer agrees in submitting an offer.
- 9.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 9.4 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a select firm or selected firms to arrive at a mutually agreeable relationship.
- 9.5 A committee will be assigned the task of reviewing the proposals received.
 - 9.5.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.
 - 9.5.2 The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.
- 9.6 The offer will be awarded to the lowest responsive, responsible proposer whose proposal will be most advantageous to the City, and as the City deem will best serve their requirements.
- 9.7 The City reserves the right to accept or reject any or all offers, parts of offers; request new proposals, waive irregularities and technicalities in offers; or to award the RFP on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the City.

10. INDEMNIFICATION

- 10.1 The proposer shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses,

including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the proposer, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.

- 10.2 In any and all claims against the City or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 10.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the proposer or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

11. LAWS

- 11.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

12. AWARD

- 12.1 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a selected firm or firms to arrive at a mutually agreeable relationship.
- 12.2 The City shall be the sole judge as to merits of the proposal, and the City's decision will be final.
- 12.3 A committee will be assigned by the Mayor with the task of reviewing the proposals received.
 - 12.3.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the proposer to clarify or expand qualification statements.
 - 12.3.2 A short list of firms from proposals submitted may be selected for a presentation to the committee and ranked by committee members.
- 12.4 Final approval to enter into contract negotiations with the top ranked firm will be by the Mayor of the City of Lincoln.
- 12.5 The City shall not be liable for any expense incurred in connection with preparation of a response to this RFP.
- 12.6 The contract document shall incorporate by reference all requirements, terms and conditions of the solicitation, proposal received and all negotiated details.